

Hitchin Fun Club GDPR Policy.

On the 25th May 2018, new data protection law came into place, building on the existing Data Protection Act of 1998. This is called the General Data Protection Regulation (GDPR).

In order to comply with the new legislation we are updating our policies and practices at Hitchin Fun Club and we will document how we will be collecting and storing data on families and staff members also noting if the information gained will be shared with anyone else.

Parents and Children's Records.

The parent or carer will fill out a registration form for their child before they can attend Hitchin Fun Club, this is the only copy we keep. This document includes information not limited to:

- Date of birth
- Parents names, occupation, address, contact details
- Medical conditions
- School attending

All information given to us is confidential and stored in a locked place. Only the medical information and emergency contacts are stored electronically on a password protected computer.

Staff members have access to medical information and emergency contact details but it is only used in conjunction with the care and welfare of the child(ren) at the setting and/or to contact parents if they are late collecting their child(ren) or in case of an emergency.

Parents have the right to view any information we store on them and their family.

The information is to be kept private and can be viewed by an Ofsted inspector for setting inspection purposes and only in certain circumstances would it be shared with the police if a criminal activity took place or with the local authority and external agencies such as a child protection team as part of our safeguarding policy.

Information we hold on individual families/children	Where we store the information	Who can access the information
Registration Form	One hard copy kept in a folder in a locked place	Area Manager, Manager and Deputy Manager
Daily Registers (these include the children's name who are attending on that day, what school they attend and the staff who are working that day)	One copy stored on a password protected computer and on a password protected cloud. One hard copy used each day for staff to sign the children in and for parents to sign their children out. This is then filed away in a locked place	Only the Manager and Deputy can access the online copy and the copy kept on the computer. Parents collecting their children can see who is at Fun Club that day. Area Manager, Manager and Deputy Manager can access registers once they are filled away.
Accident, Incident and Medication Forms.	One hard copy used to inform parents of Accident/Incident and for them to sign. One Medication Form completed by parent/carer and used by staff to administer medication. Both are filed away in a locked place.	Staff who administer first aid/medication or deal with the incident and the parent/carer when they collect their children. Area Manager, Manger and Deputy Manager once it has been filled away.
Snack list (this contains a list of the children attending that day)	One hard copy which is filed away at the end of each day. One electronic copy stored on a password protected cloud.	Staff doing snacks on the day. Once filled, the Area Manager, Manager and Snack Monitor have access. Manger and Deputy Manager.
Allergy information (this contains the child's name, allergy information, what to do is there is a reaction and emergency contact details).	One hard copy kept underneath the snack list. One electronic copy stored on a password	This can only be seen by staff and is locked away at the end of each day. Manager and Deputy Manager.

	protected cloud.	
Monthly invoices and parents email addresses.	Monthly invoices are sent out individually to parents email addresses which are stored electronically on a password protected computer.	Manager and Deputy Manager.

Staff Records.

Staff information kept on current members of staff can be viewed by the individual.

Staff records are kept in a filing cabinet that is locked.

Payroll information on staff is shared with our Pension Company and HMRC.

Staff information (Personal Staff File) is to be kept private and can be viewed by an Ofsted inspector for setting inspection purposes and only in certain circumstances would it be shared with the police if a criminal activity took place or with the local authority and external agencies such as a child protection team as part of our safeguarding policy.

Information we hold on individual staff members	Where we store this information
Staff records/files including individual records of an application form filled out by the staff member, contract, references, staff awareness form on code of conduct, any letters or statements in conjunction with company warnings or reprimands.	Hard copy kept in individual folders in a locked place. Staff warnings and reprimands are kept on a password protected computer and a hard copy kept in the individuals staff file.
Single Central Record of staff information.	Kept underneath the daily register on the clipboard as an Ofsted requirement. Locked away at the end of each day.
Sage Payroll	Information is kept on an encrypted password protected laptop which is only used by the Treasurer or Area Manager.

How long will we be storing the information and how do we dispose of it?

We are following the retention guidance that is used for keeping school records of their child data, financial data and other relative documents. We have a copy of this readily available in the office. We will destroy records after the retention period.